



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

March 18, 2014

Julia Schutt  
615 So. Louisiana  
Mason City, IA 50401

Dear Child Care Provider,

This letter is in regards to the March 14, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☒ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. (bleach under sink needs to be secured)
- ☒ 110.5(1)e All accessible electrical outlets are safely capped. (cover all electrical outlets)
- ☒ 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc. (need to take care of)
- ☒ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters. (need to move paint away)
- ☒ 110.5(1)g Safety barriers are at stairways and doors as needed. (need barrier to stairs)
- ☒ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (need to practice and track)
- ☒ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. (needs to track)
- ☒ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov). (needs on front door)
- ☒ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (Sara needs physical. Benjamin, Angela, Jacob, Julia, and Michael all need)

☒ 110.5(2)d An individual file is maintained for each substitute and contains: (need to obtain substitute approval for Michael and keep file)

☒ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☒ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☒ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☒ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☒ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☒ 110.5(8) Children's Files

☒ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: (need 2 child file started)

☒ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☒ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☒ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☒ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. (need for one child)

☒ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☒ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☒ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. (need for one child)

☒ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☒ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. (need for two kids)

☒ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☒ 110.5(10) Substitutes (need to get Michael approved as substitute, please contact CCR&R)

☒ 110.5(10)a All standards regarding supervision and care of children apply to substitutes.

☒ 110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

☒ 110.5(10)c The substitute must be 18 years of age or older.

☒ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

☒ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by:**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 641-421-1219 if you have any questions regarding this letter.

Sincerely,

Amanda Nash  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-424-9559.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).